

Photo Story 3

*****Before we begin, please make sure you have your photos saved in a place where you can easily access them. *****

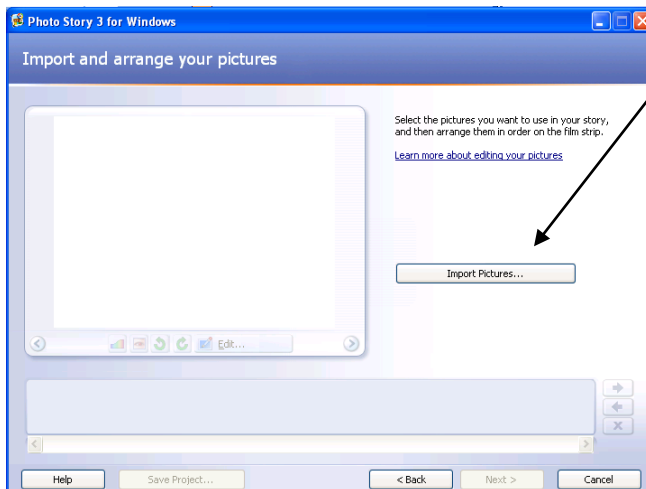
***NOTE – it is a good idea to reduce the size of your images using a program like Microsoft Office Picture Manager. Be sure to keep a backup copy of your originals as once they are reduced they cannot be returned to their original state.**

Open Photo Story

1. Click Start; slide your mouse to All Programs; and then click on Photo Story .
2. On the first window that opens click on Begin a new story and then click Next.

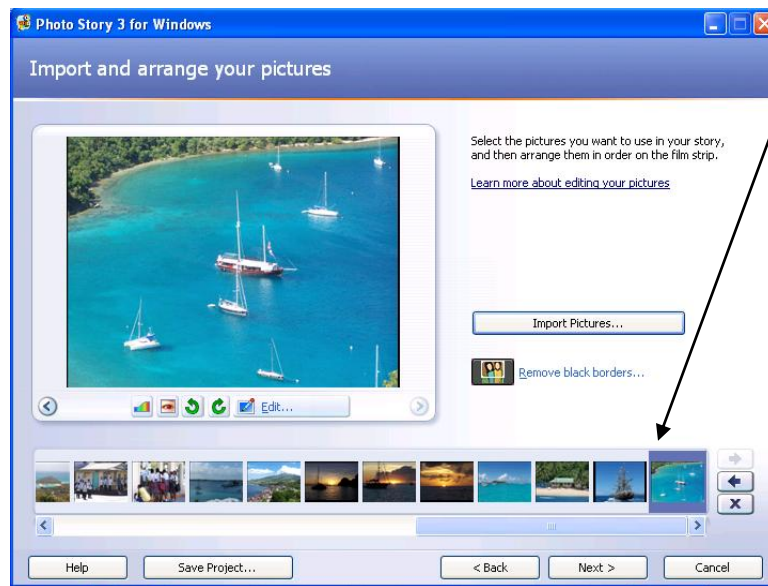


Importing and arranging your pictures



1. Click on Import Pictures.
 2. Locate the folder where your pictures are stored.
 3. To add all of the pictures you hold down the Ctrl key and press the letter A
- OR
4. Click on the first picture and while continuing to hold the Ctrl key down click on the other pictures you want to add.
 5. Click on OK.

6. All of your pictures should now be present in the filmstrip as shown below.



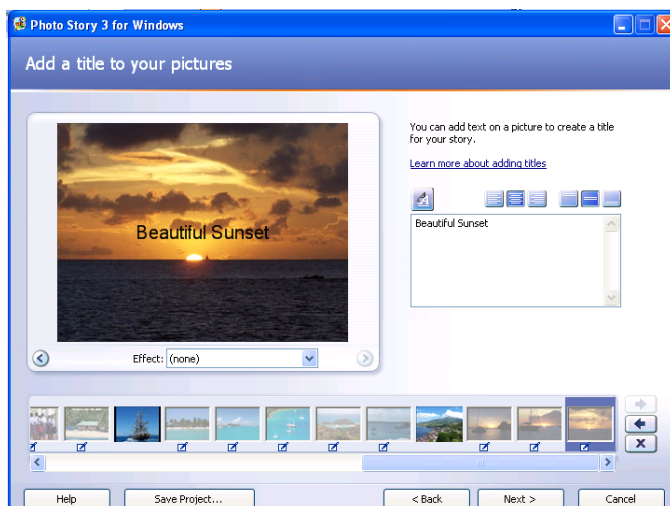
The filmstrip area is a wonderful place to make quick changes to your pictures.

- You can drag a picture in the filmstrip to change the order.
- Click a picture and click on Edit to change the appearance of the picture
 - Rotate the picture
 - Adjust the color
 - Fix red eye
 - Add effects
- Right click a picture to perform all of these actions

7. When you have made all of the changes, click on Next.

Adding a title to your pictures

You can add text to a picture to create a title for your story.



1. Select the photo that you wish to add the text to.
2. In the text box to the right of the picture type in your text.
3. Click the Select Font button.
4. In the dialog box change the font type, style and size.
5. Click OK
6. Click the Align Top button to move the title up on the page.
7. Repeat Steps 1 & 2 to add text to another picture.

8. Experiment with different style, sizes, and alignments, using different formatting buttons.
9. When you have finished adding all the text that you want, Click on Next.

Don't forget to save your work regularly!

Narrating your pictures

You can add narration and custom effects to your story to make it more unique. You will need a working microphone attached to your computer and set up correctly. There is also a text area where you can create cue cards which can be helpful when narrating your pictures.



1. Click the Mircophone button
2. A Sound Hardware Test Wizard will open and you will need to following the onscreen instructions. When the wizard is finished your microphone should be ready.
3. Click a picture in the filmstrip.
4. Add any desired text in the cue card area.



5. Click the Record narration button to start the recording.
6. The red dot in the record button will flash indicating that it is recording what is happening.
7. A timer is provided to help you keep track of your narration length.



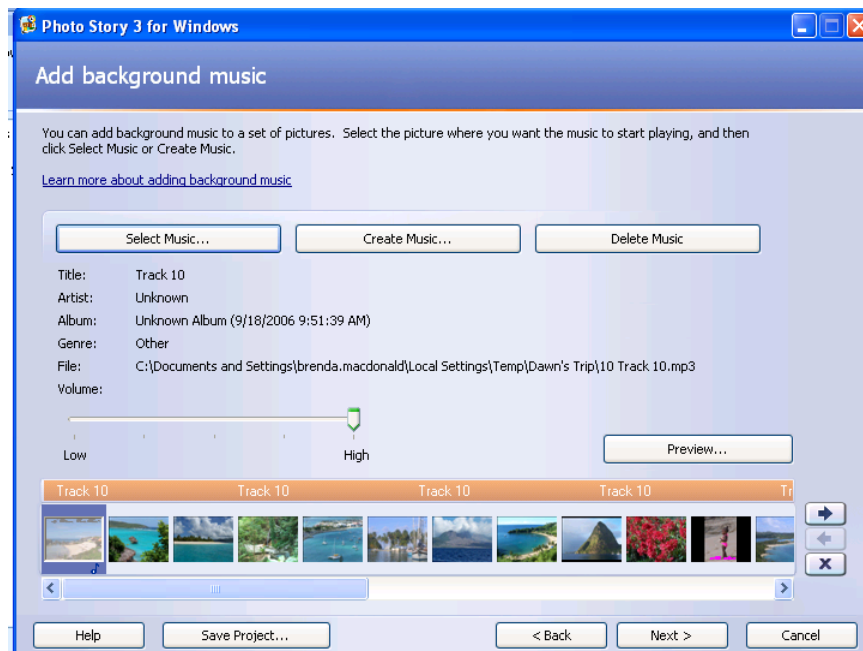
8. When finished click the Stop Recording button.
9. Repeat the steps for each picture that you want to add narration to. Narration on each picture cannot exceed 5 minutes.
10. Before going on, click the Preview button to see how the story is progressing.
11. Close the preview window, and click Next to continue.

Adding background music

You can add music to your story by using WMA, MP3 or WAV files or by using the Create Music option to create music that suites your story and taste.

To add pre-recorded music to your story:

1. On the Add background music page click the first picture in the filmstrip and then click Select Music.
2. Go to a folder where you may have stored a piece of music that you would like to use.
3. The music that you have added is shown as a colored bar above the picture in the filmstrip. This will help you to determine which pictures will be shown for each piece of music that you add.



To create music for your story

1. Click the a picture in your story and then click Create Music.
2. In the dialog box, in the Genre drop-down list, scroll down and select Soundtrack.
3. In the Style drop-down list, select Soundtrack: Mysterious Cave.
4. You can leave the default Bands and Moods, or choose different ones.
5. Click Play to hear what the music will sound like.
6. When it has finished, click OK to close the dialog box. Notice that you now have two different colored bars above the pictures, each signifying a different piece of music.
7. Click the first picture and click Preview to see how well your music fits.

More on editing for advanced users:

- You may choose to remove black borders from your pictures. Be careful as it may distort your image as it makes it larger.
- Pictures can be cropped to remove undesirable components, but again, this may make your pictures more “blurry” as they are enlarged.
- Special effects such as “black and white” can be added to pictures.
- Transitions can be specifically changed in the “customize motion” section.